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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

25X1A9a

27 August 1957

1. Mr. [REDACTED] gave the regularly scheduled OCI Briefing.
2. Colonel White covered the following subjects:

- a. Executive Dining Room Privileges

He read a memorandum outlining Executive Dining Room facilities and procedures for utilizing such facilities, and invited Office Heads and Staff Chiefs to submit to him the names of any key individuals in their components who wished to take advantage of these facilities.

- b. Personnel Reductions and Organizational Changes

He stated that a meticulous record should be maintained of any personnel reductions made or organizational changes affecting personnel utilization and that a Memorandum for the Record should be prepared in each case and a copy furnished the Office of the Deputy Director (Support).

- c. Pay Raises

He mentioned the Senate and House actions in approving of legislation on classified pay raises which had been forwarded to the President and said that while there was every indication that the President would veto the pay bill, the Offices of the Comptroller and Personnel should, however, be prepared to take action in the event it was approved.

- d. DD/S Staff Meeting

He advised that the practice of calling Offices and advising them that a Staff Meeting would or would not be held was discontinued, and that hereafter Offices should proceed under the assumption that a Staff Meeting would be held unless they were notified to the contrary. (There will be no Staff Meeting next Wednesday, 4 September, because of a conflict with the Senior Staff Meeting which is being held on that date.)

- e. Temporary Duty Travel

He informed the group that the Inspector General submitted

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recently a report on the subject of TDY travel which recommended among other things that:

- (1) TDY travel to the Field be reduced,
- (2) Trips be spread out over the year to avoid concentration during vacation seasons, and that
- (3) Contemplated trips be planned and made a matter of record sufficiently in advance to permit coordination in the DD/P area.

Support Services Offices should be thinking about this problem and be prepared to submit a semi-annual schedule of proposed TDY trips to the Field.

2. Approval of \$8500 Suggestion Award

He announced that the Civil Service Commission had approved of the recommendation that four Agency employees be awarded the total amount of \$8500. One employee is to receive \$4000, two will receive \$2000, and one \$500. This award was made on the basis of a suggestion which brought about marked improvement in the dissemination of intelligence.

3. Dr. Tietjen gave a brief run-down on the subject of Asiatic Flu and highlighted such points as its origin, the nature of the disease, and the Agency's inoculation plan. He said that since it was not expected that sufficient vaccine would be available to inoculate all employees, priorities must be established. The first priority for inoculation is for employees and their dependents scheduled for overseas posts. A limited quantity already available is being used strictly for this purpose. The second priority will be based upon determination of those positions deemed most essential to keep the Agency's activities working with the least disruption.

Following his presentation Colonel White read off the allocation of shots which would be available to each Support component, which, in the aggregate, amounted to DD/S' proportionate share of an expected quantity of vaccine sufficient to provide 5,000 inoculations.

4. Mr. Saunders gave a presentation on Agency overtime, and, through a series of charts, compared the Agency's present overtime in hours and dollars with that of previous years.

5. The meeting adjourned at 1220 hours.

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